

November 18, 2010

Parowan Water Commissioner
P.O. Box 456
Parowan, UT 84761

*Repet with
12-2-2010*

RE: Water Commissioner Part Time Job Opportunity

Greetings! Thank you for taking the time to review my resume. I would like to take this opportunity to formally put my name in for consideration to fill the position of Parowan Water Commissioner

I am a graduate of Southern Utah University in Cedar City, Utah with a Bachelor's Degree in Finance.

While I attended school I maintained full-time employment for a period of 5 years at Metalcraft Technologies, an aerospace parts manufacturer and supplier. Through my employment at Metalcraft Technologies, I was able to learn first-hand the detail and work that is associated with the aerospace industry. While employed with Metalcraft Technologies I gained experience in a large number of areas which include: shipping, receiving, production, quality inspection, engineering, pricing, raw material purchasing, inventory management, scheduling, process improvement and various other customer service and clerical roles. Although I enjoyed working in the aerospace industry, I left employment at Metalcraft Technologies in 2005.

Beginning in 2005 I decided to grow and market my company, IRA Express, for which I am currently serving as the President and Owner. IRA Express serves as a third party administrator and record keeper for self-directed retirement accounts. As the President of IRA Express much of the growth, marketing campaigns, and management of the company have been carried out under my watch. We are currently providing administration, accounting, and recordkeeping duties for \$30 million in assets held in self-directed retirement accounts.

I thoroughly enjoy my current position and ownership of IRA Express. I have learned how to grow my business and be successful in the finance industry. I have done this by giving informational seminars, being active in community organizations, building relationships of trust with my clients, providing outstanding customer service, and by being a good business manager. As a small business owner I understand the bottom line. I know that in order to be profitable, your business must be running at its optimum potential achieving functional goals in the most efficient way possible.

The position that you have available for Water Commissioner has peaked my interest, and I believe that because of my professional experience, small business mindset, and core ethical values I would be a good fit for this position. I am a quick learner and am confident that in order to fulfill the responsibilities associated with this job I will be able to quickly learn any new software or work practices where my experience is lacking. I would like to further discuss this opportunity with you. Please contact me at your earliest convenience. I can be reached by telephone at 435-590-3731 or by email sent to buckshot_dan@hotmail.com. Thank you for your time.

Best regards,



Dan Anderson

Dan Anderson
 344 E. 2100 N. Circle
 Cedar City, UT 84721
 435-590-3731
 buckshot_dan@hotmail.com

Education

<i>B.S. Finance</i>	<i>Southern Utah University Cedar City, Utah</i>	<i>2006</i>
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Experience

<i>President/Owner</i>	<i>IRA Express, Inc. Cedar City, Utah</i>	<i>2005-Present</i>
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- IRA Express was first started in 2002 and I began working full time with IRA Express in 2005.
- We currently provide administration and record keeping for over \$30 million in assets.
- Responsible for managing all marketing and growth efforts of the company.
- Currently oversees the cash management function of the company.
- Responsible for maintaining all internal and external bookkeeping/accounting for the company's operating and customer accounts.
- Using word processing and trust accounting software I am responsible for the monitoring of all customer transactions and performing investments on the customer's behalf.

<i>Materials Attendant</i>	<i>Metalcraft Technologies, Inc. Cedar City, Utah</i>	<i>2000-2005</i>
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- Worked in various aspects and positions of an aerospace parts supplier including production, materials, quality inspection, shipping, receiving, and customer service functions.
- Developed and practiced inventive ways of reducing excess inventory and raw material cost associated with the Materials Department.
- Using LEAN concepts helped to increase the flow of product from the Materials Department to later production sequences.

<i>Missionary</i>	<i>The Church of Jesus Christ of Latter Day Saints Taejon, South Korea</i>	<i>1998-2000</i>
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- Studied and learned the Korean language and culture in order to work more personally and provide service to the Korean people.
- Developed strong communication and people skills by dealing with people's concerns and questions on a daily basis.
- Served in various leadership capacities and was in charge of overseeing other groups of missionaries and their efforts.
- Developed strong oral and written communication skills in the Korean Language.

Professional Development

- Two year service mission in South Korea.
- Received the Eagle Scout award in 1994 under the Boy Scouts of America scouting program.